**90+ days in advance**

[ ] Decide on possible course topics

[ ] Identify possible speakers related to desired course topic

[ ] Locate speaker information

[ ] Contact speaker

[ ] Identify a site to host the course

[ ] Check with host site that they are willing to hold course

**At least 90 days in advance**

[ ] Fill out speaker contact tracking form

[ ] Forward form/emails to chapter office at office@ppta-hq.org

**>30 days before course**

[ ] Identify hotel with contact information for speaker to stay at

[ ] Forward hotel information to chapter office

[ ] Identify food provider

[ ] Market course to district/local providers

[ ] Ensure information on PPTA website is correct for course

[ ]  Complete the [CE Request Form](https://ppta.memberclicks.net/ce-application-for-events)

**2+ weeks before course**

[ ] Confirm details with host site

[ ] Identify member from district (or PD Committee Rep) to be present for course

* + - Needs to:
			* Open doors
			* AV system
			* Handouts/Contact hours forms/surveys
			* Give check to speaker
			* Manage food setup
			* Cleanup

[ ] Contact speaker to finalize plans (any specific needs?)

**At least 1 week before**

[ ] Get forms from chapter office

[ ] Confirm details with member present for course

[ ] Contact speaker and provide them:

* + - Directions
		- Any questions
		- Contact number for weekend of course

**Day/morning before course**

[ ] Hang up signs for where course is being held

**At course**

[ ] Speaker greeting

[ ] System set up (AV/sound/etc)

[ ] Sign in/out sheets

[ ] Handouts

[ ] Food setup

[ ] Contact hour forms

[ ] Surveys

[ ] Clean up

**After course**

[ ] Forward all information/papers to chapter office at office@ppta-hq.org